

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): See attachment A

Travel date(s): August 13-16, 2018

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$68.45	\$348.70 (including all taxes)	\$137.93 (including all tax, tip, and delivery fees)	\$8 Entry fee for fairgrounds (location of dinner and exhibits on 8/13). Fee did NOT provide access to recreational elements of State Fair.
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

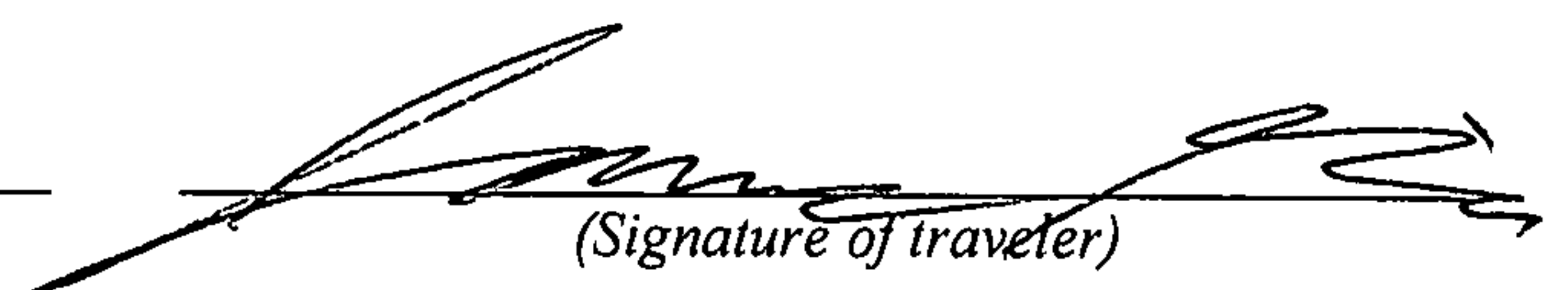
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	n/a	n/a	n/a	n/a
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6).* (Attach additional pages if necessary.):

All meetings and tours facilitated a better understanding of US agriculture and the production and use of renewable fuels such as ethanol and biodiesel.

8-22-18
(Date)

James Rico
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8-22-18
(Date)

Chuck Grassley
(Signature of Supervising Senator/Officer)

ATTACHMENT A

1. Sponsor(s) of the trip (please list all sponsors):

Iowa Renewable Fuels Association

National Biodiesel Foundation

Renewable Fuels Foundation

Iowa Corn Growers Association

Iowa Soybean Association

Iowa Biodiesel Board

Missouri Corn Growers Association

North Dakota Ethanol Council

Renew Kansas

Farm Credit Services of America

Renewable Fuels Nebraska

Nebraska Corn Board

Kansas Soybean Association

Kansas Corn Growers Association

Ames Chamber of Commerce

Little Sioux Corn Processors

Fagen, Inc.

N Bowdish Company

Association Motor Club Marketing

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): See Attachment A

 2. Description of the trip: See Attachment B

 3. Dates of travel: August 13-16, 2018

 4. Place of travel: IA: Des Moines, Ames, Ralston, Carroll, Marcus, LeMars; SD: Sioux Falls

 5. Name and title of Senate invitees: See Attachment C

 6. I *certify* that the trip fits one of the following categories:

☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

- OR -

☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

- AND -

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:

☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

- AND -

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

All sponsors have contributed to planning the Tour and identifying invitees, and all sponsors are expected to serve as hosts and/or presenters for different parts of the Tour.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See Attachment D

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See Attachment E

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See Attachment F

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$450 (airfare and bus)	\$313	\$114	\$8 - Entry fee for fairgrounds (location of dinner and exhibits on 8/13). Fee does not provide access to recreational elements of Fair.
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves events that are arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Iowa is the heart of corn/soybean/renewable fuels production and research, thereby allowing the Tour to visit a wide range of informative locations in a timely manner.

19. Name and location of hotel or other lodging facility:

See Attachment G

20. Reason(s) for selecting hotel or other lodging facility:

Reasonable price for the time of year, location in close proximity to Tour events, and they could accommodate a room block of our size.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

See Attachment H.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

All travel (air and bus) will be coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: _____

Name and Title: _____

Name of Organization: See Attachment I

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

ATTACHMENT A

1. Sponsor(s) of the trip (please list all sponsors):

Iowa Renewable Fuels Association

National Biodiesel Foundation

Renewable Fuels Foundation

Iowa Corn Growers Association

Iowa Soybean Association

Iowa Biodiesel Board

Missouri Corn Growers Association

North Dakota Ethanol Council

Renew Kansas

Farm Credit Services of America

Renewable Fuels Nebraska

Nebraska Corn Board

Kansas Soybean Association

Kansas Corn Growers Association

Ames Chamber of Commerce

Little Sioux Corn Processors

Fagen, Inc.

N Bowdish Company

Association Motor Club Marketing

2011

ATTACHMENT B

2. Description of the trip:

To enhance first-hand knowledge of agriculture, energy, and environmental issues by touring corn ethanol, cellulosic ethanol and biodiesel production facilities, family farms, livestock producers, manufacturing facilities, and research centers; and meeting with local, state and national experts to discuss ag and renewable fuels operations and policies.

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Attachment C

5. Name and title of Senate invitees.

Name	Title	Senate Office
Aaron Goldner	Energy LA	Sheldon Whitehouse RI
Aaron Suntag	Energy LA	Debbie Stabenow MI
Abby Duggan	Ag LA	Sherrod Brown OH
Abby Tinsley	Energy LA	Bill Nelson FL
Adam Hechavarria	Energy LA	Todd Young IN
Adam Schiff	Ag LA	Tina Smith MN
Adam Tanga	Energy LA	Mazie Hirono HI
Adam Tarr	Energy LA	Bob Casey PA
Adam Zipkin	Energy LA	Cory Booker NJ
Adrian Deveny	Energy LA	Jeff Merkley OR
Adrienne Wojciechowski	Energy LA	Patrick Leahy VT
Aisling McDonough	Energy LA	Brian Schatz HI
Alex Graf	Energy LA	Debbie Stabenow MI
Alex Hanson	Energy LA	Tom Cotton AR
Alex Johnson	Ag LA	Sherrod Brown OH
Alexandra Lowe-Server	Ag LA	Kirsten Gillibrand NY
Ali Aafedt	Energy LA	John Hoeven ND
Ali Toal	Energy LA	Cory Gardner CO
Alison McGuire	Professional Staff	Committee on Budget
Allison Martin	Energy LA	Lamar Alexander TN
Amanda Hall	Energy LA	Jim Inhofe OK
Amber Bland	Energy LA	John Barrasso WY
Andres Hoyos	Energy LA	Maggie Hassan NH
Andrew Brandt	Legislative Assistant	Chuck Grassley (IA)
Andrew Earl	Energy LA	Mike Crapo ID
Andrew Siracuse	Tax	John Cornyn
Andrew Terp	Energy LA	Todd Young IN
Andrew Usyk	Ag LA	Bob Casey PA
Andrew Vlasaty	Committee	Pat Roberts
Andrew Wallace	Legislative Director	Tom Udall
Andrew Williams	Energy LA	Dean Heller NV
Ani Toumajan	Energy LA	Debbie Stabenow MI
Aniela Butler	Energy LA	Mike Enzi WY
Anna Gokaldas	Ag LA	Sherrod Brown OH
Anna Yu	Energy LA	Richard Blumenthal CT
Anne Knapke	Energy LA	Amy Klobuchar MN
Anthony Sedillo	Legislative Assistant	Tom Udall NM

Anthony Seiler	Ag LA	Committee on Agriculture
Artie Mandel	Tax	Maria Cantwell
Arun Revana	Legislative Assistant	Brian Schatz (HI)
Aubrey Vaughan	Energy LA	Rand Paul KY
Ausitn Smithson	Energy LA	Ted Cruz TX
Ayla Neumeyer	Energy LA	Jim Risch ID
Barb Mulkey	Energy LA	Rand Paul KY
Bart Massey	Tax	Mike Enzi WY
Becca Ward	Energy LA	Jeff Merkley OR
Ben Mallott	Energy LA	Lisa Murkowski AK
Ben Reinke	Professional Staff	Committee on Energy
Benjamin Strand	Energy LA	Mazie Hirono HI
Blake Tonn	Energy LA	Jeff Flake AZ
Bobby Andres	Committee	Ron Wyden
Brendon Plack	Legislative Director	John Thune (SD)
Brenna Barber	Energy LA	Tina Smith MN
Brent Blevins	Energy LA	John Cornyn TX
Brian Canfield	Energy LA	Jeff Flake AZ
Brian Clifford	Professional Staff	Committee on Environment and Public Works
Brian Hughes	Professional Staff	Committee on Energy
Brian Werner	Energy LA	Amy Klobuchar MN
Bridget Kelleher	Energy LA	Catherine Cortez Masto NV
Brita Endrud	Energy LA	John Hoeven ND
Bruno Freitas	Energy LA	Elizabeth Warren MA
Bryan Wells	Ag LA	Pat Roberts KS
Caitlin Soto	Oversight Counsel	Committee on Finance
Cameron O'Brien	Energy LA	Susan Collins ME
Candace Vahlsing	Energy LA	Michael Bennet CO
Carol Wayman	Energy LA	Catherine Cortez Masto NV
Casey Attebery	Legislative Assistant	Mike Crapo ID
Charles Cogar	Legislative Director	Tim Scott SC
Charles Ziegler	Energy LA	John Barrasso WY
Charlie Anderson	Tax	Micheal Bennet
Charlie Bolton	Energy LA	Rob Portman OH
Chase Kitchen	Energy LA	Joe Donnelly IN
Chester Carson	Committee	Lisa Murkowski
Chris Allen	Tax	Pat Roberts
Chris Conlin	Legislative Assistant	Chuck Grassley (IA)
Chris Farrar	Ag LA	John Boozman AR
Chris Gillott	Legislative Assistant	Bill Cassidy (LA)
Chris Prendergast	Tax	Tom Carper
Christopher Armstrong	Legislative Assistant	Committee on Finance

Cicely Batie	Legislative Assistant	Deb Fischer (NE)
Clint Odom	Energy LA	Kamala Harris CA
Colleene Thomas	Energy LA	Tammy Baldwin WI
Conor McGrath	Energy LA	Jerry Moran KS
Corey Brown	Energy LA	Thom Tillis NC
Courtney Lam	Energy LA	Mark Warner VA
Craig Radcliffe	Ag LA	Heidi Heitkamp ND
Curtis Swager	Legislative Director	Cory Gardner CO
Dan Alpert	Energy LA	Martin Heinrich NM
Dan Dunham	Ag LA	Deb Fischer NE
Dan Gerig	Energy LA	Steve Daines MT
Dan Hillenbrand	Energy LA	Jim Inhofe OK
Dana Richter	Energy LA	Shelley Capito WV
Daniel Green	Legislative Assistant	Matt Cartwright (PA)
Daniel Hale	Energy LA	David Perdue GA
Daniel McCarthy	Energy LA	Tammy Baldwin WI
Danielle Janowski	Ag LA	John Thune SD
Darin Guries	Legislative Assistant	Committee on Agriculture
Darren Parker	Legislative Assistant	Jim Risch ID
David Bennett	Energy LA	John McCain AZ
David Milstein	Legislative Assistant	Ted Cruz (TX)
David Weinberg	Legislative Assistant	Gary Peters MI
Derrick Morgan	Legislative Assistant	Ben Sasse NE
Dixie Morrison	Legislative Assistant	Dianne Feinstein
Dominic Saavedra	Energy LA	Martin Heinrich NM
Donald Pollard	Legislative Correspondent	Tim Kaine VA
Doug Davis	Ag LA	Cindy Hyde-Smith MS
Doug Pack	Energy LA	Steve Daines MT
Dustin Sherer	Energy LA	Cory Gardner CO
Edward Edney	Energy LA	Tammy Duckworth IL
Elizabeth Herman	Tax	Claire McCaskill
Elizabeth Hill	Energy LA	Martin Heinrich NM
Ellen Beares	Energy LA	Roger Wicker MS
Emily Enderle	Legislative Assistant	Sheldon Whitehouse (RI)
Emily Farnell	Energy LA	Joe Manchin WV
Emily Nelson	Energy LA	Jeff Flake AZ
Emily Patt	Ag LA	Pat Roberts KS
Emily Smith	Energy LA	Chris Murphy CT
Ephraim Froehlich	Energy LA	Lisa Murkowski AK
Eric Deeble	Energy LA	Kirsten Gillibrand NY
Eric Goode	Energy LA	Tammy Duckworth IL
Eric Slee	Legislative Assistant	Pat Roberts (KS)

Erica Andeweg	Ag LA	Deb Fischer NE
Erica Anhalt	Energy LA	Jeanne Shaheen NH
Erik Elam	Legislative Assistant	Committee on Environment and Public Works Committee
Erin Jarnagin	Energy LA	John Barrasso WY
Evann Berry	Ag LA	Cindy Hyde-Smith MS
Flaka Ismaili	Energy LA	Jeff Flake AZ
Flin Hyre	Legislative Correspondent	Pat Roberts (KS)
Flynn Rico-Johnson	Ag LA	Amy Klobuchar MN
Franz Wuerfmannsdobler	Energy LA	Chris Coons DE
Gerald Huang	Ag LA	David Perdue GA
Gideon Bragin	Tax	Sherrod Brown OH
Ginger Willson	Energy LA	Ben Sasse NE
Grant Cope	Senior Counsel	Committee on Environment and Public Works
Gray Maxwell	Energy LA	Benjamin Cardin MD
Hamilton Bloom	Energy LA	Richard Shelby AL
Harrison Kajdan	Ag LA	Cindy Hyde-Smith MS
Heath Hansen	Energy LA	Mike Lee UT
Heather Majors	Energy LA	Jack Reed RI
Henry Ring	Energy LA	Jon Tester MT
Hyder Chowdhry	Ag LA	Joni Ernst IA
J.T. Jezierski	Energy LA	Shelley Capito WV
Jack Overstreet	Energy LA	Johnny Isakson GA
Jackie Schmitz	Legislative Assistant	Bob Menendez NJ
Jake Springer	Legislative Assistant	Angus King (ME)
James Chang	Legislative Assistant	Brian Schatz HI
James Glueck	Legislative Assistant	Committee on Agriculture
James Jarosz	Energy LA	Tammy Duckworth IL
James Rice	Legislative Director	Chuck Grassley (IA)
James Williams	Tax	Orrin Hatch
Jamie Morgan	Energy LA	Catherine Cortez Masto NV
Jan Brunner	Professional Staff Member	Committee on Energy and Natural Resources (D)
Jared Henderson	Energy LA	Heidi Heitkamp ND
Jared Jones	Energy LA	Shelley Capito WV
Jasmine Hunt	Legislative Assistant	Richard Durbin (IL)
Jason Tuber	Legislative Assistant	Bob Menendez NJ
Jay Eberle	Energy LA	John Barrasso WY
Jen Burks	Agriculture LA	Mazie Hirono HI
Jennie Wright	Energy LA	James Inhofe OK
Jennifer Humphrey	Ag LA	John Boozman AR

Jess Clowser	Ag LA	Deb Fischer NE
Jeyben Castro	Legistive Assistance	Committee on Finance
Jimmy Harris	Energy LA	John Boozman AR
Jimmy Stringer	Ag LA	Cindy Hyde-Smith MS
Jo Eckert	Energy LA	Patty Murray WA
Joe Bliss	Legislative Assistant	Mike Rounds SD
Joe Boddicker	Energy LA	Dean Heller NV
Joe Brown	Ag LA	John Boozman AR
Joe Donoghue	Energy LA	John McCain AZ
Joe McGarvey	Energy LA	Mazie Hirono HI
Joe Petrzelka	Energy LA	Dianne Feinstein CA
Joe Schultz	Professional Staff	Committee on Agriculture
Joel Wellum	Energy LA	Ben Sasse NE
John Haley	Energy LA	Bob Corker TN
John McDonald	Energy LA	Richard Burr NC
John Starkey	Legislative Assistant	Committee on Energy and Natural Resources
John Tanner	Legislative Assistant	Orrin Hatch (UT)
Jon Abdnor	Energy LA	John Thune SD
Jonathan Black	Energy LA	Tom Udall NM
Jonathan Goldman	Legislative Assistant	Mark Warner VA
Jonathan McCracken	Energy LA	Sherrod Brown OH
Jordan Baugh	Energy LA	Kirsten Gillibrand NY
Jordan Wells	Legislative Assistant	Gary Peters MI
Joseph Mendelson	Legislative Assistant	Committee on Environment and Public Works
Joseph Shultz	Professional Staff	Committee on Agriculture
Josh Sizemore	Energy LA	Steve Daines MT
Josie Villanueva	Energy LA	Tammy Duckworth IL
Judd Gardner	Energy LA	Jerry Moran KS
Julia Bradley-Cook	Science Fellow	Ron Wyden OR
Julia Sferlazzo	Ag LA	Bob Casey PA
Justin Memmott	Professional Staff	Committee on Environment and Public Works
Kaitlynn Glover	Energy LA	John Barrasso WY
Kate Wolgemuth	Legislative Assistant	Dan Sullivan AK
Katelyn Conner	Energy LA	Mitch McConnell KY
Katherine Thomas	Ag LA	Committee on Agriculture
Katie Cassling	Energy LA	Joe Manchin WV
Katie Stoughton	Counsel	Lindsey Graham SC
Katie Stoughton	Counsel	Committee on the Judiciary
Katie Thomas	Energy LA	Bernard Sanders VT

Keegan Zimprich	Legislative Correspondent	Joni Ernst IA
Keith Castaldo	Legislative Assistant	Kirsten Gillibrand (NY)
Kellie Donnelly	Legislative Assistant	Committee on Energy and Natural Resources
Kelsey Keegan	Energy LA	Cory Gardner CO
Kelsey Kobelt	Energy LA	Patrick Leahy VT
Ken Reidy	Policy Director	Tammy Baldwin (WI)
Kevin Bailey	Professional Staff	Committee on Agriculture (Stabenow)
Kevin Carson	Energy LA	Joe Manchin WV
Kevin Lefeber	Energy LA	Dick Durbin IL
Kim Smaczniak	Counsel	Committee on Environment and Public Works
Kyle Varner	Policy Analyst	Committee on Agriculture
Laura Atcheson	Energy LA	John Cornyn TX
Laura Gillam		Committee on Environment and Public Works
Lauren Kennedy	Energy LA	John McCain AZ
Lauren Pfingstag	Energy LA	Angus King ME
Lauren Stockwell	Ag LA	Pat Roberts KS
Leah Hill	Ag LA	Sherrod Brown OH
Leah Rubin Shen	Energy LA	Chris Coons DE
Leslie Ford	Energy LA	Mike Lee UT
Liam Forsythe	Energy LA	Heidi Heitkamp ND
Libby Marking	Ag LA	Heidi Heitkamp ND
Lindsay Garcia	Energy LA	Lamar Alexander TN
Lindsey Griffith	Energy LA	Ed Markey MA
Lindsey Robinson	Ag LA	David Perdue GA
Lisa Harst	Legislative Assistant	Tom Cotton (AR)
Livia Shmavonian	Ag LA	Bob Casey PA
Liz Banicki	Legislative Assistant	Dan Sullivan AK
Lot Kwarteng	Ag LA	Debbie Stabenow MI
Lucy Murfitt	Counsel	Committee on Energy and Natural Resources
Luke Holland	Energy LA	James Inhofe OK
Madeline Lefton	Energy LA	Lisa Murkowski AK
Mae Stevens	Environment	Benjamin Cardin MD
Malcolm McGeary	Energy LA	Ron Wyden OR
Mandy Gunasekara	Majority Professional Staff	Committee on Environment and Public Works (Inhofe)
Marcie Smith	Energy LA	John Neely Kennedy LA
Maria Mahler-Haug	Ag LA	Michael Bennet CO
Maria Sierra	Energy LA	Bill Cassidy LA
Mark Warren	Tax	John Thune

Mary Frances Repko	Dep. Staff Director	Committee on Environment and Public Works (D)
Mary Moody	Energy LA	Bill Cassidy LA
Matt Erickson	Legislative Assistant	Committee on Agriculture (Roberts)
Matt McCarthy	Energy LA	Maria Cantwell WA
Matt Rimkunas	Energy LA	Lindsey Graham SC
Matt Sifert	Energy LA	Jeff Flake AZ
Matt Squeri	Ag LA	Heidi Heitkamp ND
Matt Van Kuiken	Legislative Assistant	Debbie Stabenow (MI)
Max Hyman	Energy LA	Shelley Capito WV
Maya Hermann	Energy LA	Martin Heinrich NM
Maya Kalonia	Energy LA	Richard Blumenthal CT
Megan Harrington	Energy LA	Rob Portman OH
Megan Thompson	Energy LA	Maria Cantwell WA
Meghan Dorn	Legislative Aide	Lindsey Graham SC
Meghan Thacker	Energy LA	Steve Daines MT
Melanie Lehnhardt	Energy LA	Jeff Flake AZ
Melanie Steele	Energy LA	Jim Risch ID
Meris Petek	Energy LA	Ron Johnson WI
Micah Barbour	Ag LA	Mark Warner VA
Michael Bednarczyk	Energy LA	Christopher Murphy CT
Michael Dolch	Energy LA	Joni Ernst IA
Michael Farr	Ag LA	Joni Ernst IA
Michael Hermann	Ag LA	Joe Donnelly IN
Michael Obeiter	Energy LA	Brian Schatz HI
Michael Pawlowski	Chief of Staff	Lisa Murkowski AK
Michael Sinacore	Ag LA	Deb Fischer NE
Michelle Corio	Legislative Assistant	Mike Rounds (SD)
Molly O'Leary	Energy LA	Tina Smith MN
Monica McGuire	Tax	Johnny Isakson GA
Morgan Carter	Legislative Assistant	Richard Shelby AL
Morgan Cashwell	Energy LA	Angus King ME
Morgan Gray	Environment	Ed Markey MA
Nabeel Alam	Energy LA	Tim Kaine VA
Nancy Martinez	Energy LA	Todd Young IN
Natalie Burkhalter	Legislative Assistant	Rand Paul KY
Natalie Farr	Legislative Assistant	Cory Gardner CO
Natasha Hickman	Tax	Richard Burr NC
Nathan Paxton	Energy LA	Angus King ME
Neal McMillin	Legislative Assistant	Roger Wicker MS
Nichole Distefano	Energy LA	Claire McCaskill MO
Nick Barbash	Legislative Assistant	Tim Kaine VA
Nick Choate	Energy LA	Claire McCaskill MO

Nick Matiella	Energy LA	John McCain AZ
Nick Sutter	Legislative Assistant	Committee on Energy and Natural Resources
Nick Wyatt	Tax Counsel	Committee on Finance
Nico Janssen	Energy LA	Maria Cantwell WA
Olivia Kurtz	Legislative Assistant	Susan Collins (ME)
P.J. Austin	Ag LA	Pat Roberts KS
Pat Bond	Energy LA	Claire McCaskill MO
Pat Donovan	Energy LA	Michael Bennet CO
Pat Souders	Energy LA	Richard Durbin (IL)
Patrick Bailey	Chief Counsel	Committee on Homeland Security and Governmental Affairs
Patrick Lehman	Legislative Assistant	Ben Sasse NE
Patrick O'Neil	Energy LA	Angus King ME
Paul McKernan	Energy LA	Lamar Alexander TN
Paul Wasik	Ag LA	Deb Fischer NE
Pete Wyckoff	LA	Tina Smith (MN)
Peter Schirtzinger	Ag LA	Deb Fischer NE
Pierce Wiegard	Legislative Counsel	Dan Sullivan AK
PJ Waldrop	Energy LA	David Perdue GA
Rebecca Higgins	Professional Staff	Committee on Environment and Public Works
Rebecca Howard	Energy LA	Doug Jones AL
Rita Habib	Ag LA	Michael Bennet CO
Rob Skjonsberg	Energy LA	Mike Rounds SD
Robby Smith	Energy LA	Mike Lee UT
Robert Diznoff	Legislative Director	Jeanne Shaheen NH
Robert Sneed	Energy LA	Richard Burr NC
Romel Nicholas	Legislative Assistant	Orrin Hatch UT
Rosalyn Brummette	Legislative Assistant	Committee on Agriculture - Stabenow
Ryan Abraham	Tax Counsel	Committee on Finance
Ryan Bernstein	Legislative Assistant	John Hoeven ND
Ryan Donnelly	Legislative Correspondent	John Thune (SD)
Ryan Tvedt	Ag LA	Heidi Heitkamp ND
Sam Beaver	Legislative Assistant	John Cornyn
Sam Love	Energy LA	Cory Gardner CO
Sam Mulopulos	Energy LA	Rob Portman OH
Sanjay Kane	Energy LA	Angus King ME
Sarah Pearce	Energy LA	Rob Portman OH
Sarah Schenning	Energy LA	Chris Van Hollen MD
Sarah Shive	Tax	Debbie Stabenow
Scott Gelbman	Energy LA	Chuck Schumer NY

Scott Graber	Legislative Aide	Lindsey Graham (SC)
Scott McKee	Professional Staff	Committee on Energy
Scott Wilson	Ag LA	Patrick Leahy VT
Sean Babington	Legislative Assistant	Committee on Agriculture (Stabenow)
Sean Byrne	Energy LA	Chuck Schumer NY
Seth Gainer	Energy LA	Joe Manchin WV
Seth Gold	Energy LA	Rob Portman OH
Shane Warren	Committee	Orrin Hatch
Shawn Affolter	Energy LA	John Hoeven ND
Shawna Newsome	Energy LA	Mike Enzi WY
Sherman Patrick	Ag LA	Patrick Leahy VT
Shil Patel	Ag LA	David Perdue GA
Shomari Figures	Ag LA	Sherrod Brown OH
Shuchi Talati	Energy LA	Tammy Duckworth IL
Sierra Forbes	Legislative Assistant	Mike Crapo ID
Skylar Sowder	Energy LA	John Boozman AR
Sophie Miller	Energy LA	Steve Daines MT
Steven Selde	Ag LA	Deb Fischer NE
Tashayla Person	Ag LA	Pat Roberts KS
Taylor Weeks	Legislative Assistant	John Cornyn TX
Terry Van Doren	Policy Advisor	Mitch McConnell KY
Tom Bush	Legislative Assistant	Jerry Moran KS
Tom Fox	Senior Counsel	Committee on Environment and Public Works
Tomas Delgado	Legislative Correspondent	Diane Feinstein CA
Tommy Brown	Energy LA	Sherrod Brown OH
Torie Ness	Legislative Assistant	Thom Tillis NC
Tracy Henke	Energy LA	Roy Blunt MO
Travis Cone	Energy LA	Shelley Capito WV
Travis Lumpkin	Chief of Staff	Maria Cantwell WA
Treon Glenn	Tax	Bill Nelson
Trevor Dean	Energy LA	Catherine Cortez Masto NV
Trevor Higgins	Energy LA	Dianne Feinstein CA
Trey McKenzie	Energy LA	Roy Blunt MO
Ty Littau	Legislative Correspondent	John Thune (SD)
Tyler Brace	Energy LA	Rob Portman OH
Tyler Brown		Joni Ernst (IA)
Tyler Grassmeyer	Legislative Assistant	Ben Sasse NE
Tyler Hardy	Energy LA	John Hoeven ND
Tyler Minnich	Energy LA	Pat Toomey PA
Valerie Manak	Energy LA	James Lankford OK

Victoria Flood	Energy LA	Shelley Capito WV
Virgilio Barrera	Legislative Assistant	Martin Heinrich NM
Wes Brooks	Energy LA	Marco Rubio FL
Wes Kungel	Energy LA	Joe Manchin WV
Will Stafford	Energy LA	Pat Roberts KS
William Henderson	Chief of Staff	Rand Paul KY
William Niebling	Energy LA	Kamala Harris CA
William Ruder	Energy LA	Jerry Moran KS
Zephrairie Buetow	Legislative Assistant	Gary Peters MI

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ATTACHMENT D

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Iowa Renewable Fuels Association works to improve the economic viability and growth of the renewable fuels industry in Iowa, and supports the Tour to help improve biofuels policy and regulations.

National Biodiesel Foundation works to support and promote outreach, education, science, and demonstration activities for the advancement of biodiesel and its co-products to improve national security, air quality and the environment, and supports the Tour so policy makers can learn about biodiesel production.

Renewable Fuels Foundation works to meet the education, research, and strategic planning needs of the U.S. fuel ethanol industry, and supports the Tour to policy makers will better understand the role ethanol can play in our national energy policy.

Iowa Corn Growers Association works to support agricultural issues on behalf of members; whose mission is to create opportunities for Iowa corn grower profitability, and supports the Tour because growing value-added markets like biofuels vital to their members' future.

Iowa Soybean Association works to expand opportunities and deliver results for Iowa soybean farmers, and supports the Tour because growing value-added markets like biofuels vital to their members' future.

Iowa Biodiesel Board represents the biodiesel industry in Iowa, from production through distribution to end users; promoting the commercial success of biodiesel in Iowa, and supports the Tour to help improve biofuels policy and regulations.

Missouri Corn Growers Association works to support agricultural issues on behalf of its members, including promoting the production and use of renewable fuels, and supports the Tour because growing value-added markets like biofuels vital to their members' future.

North Dakota Ethanol Council brings together ethanol producers in North Dakota to help grow production and demand for ethanol, and supports the Tour to help improve biofuels policy and regulations.

Kansas Renew: brings together ethanol producers in Kansas to help grow production and demand for ethanol, and supports the Tour to help improve biofuels policy and regulations.

Kansas Corn Growers Association works to support agricultural issues on behalf of its members, including promoting the production and use of renewable fuels, and supports the Tour because growing value-added markets like biofuels vital to their members' future.

Farm Credit Services of America is a mission-driven financial cooperative, uniquely positioned to serve farmers, ranchers and rural Americans with a powerful business model, and supports the Tour because they finance renewable energy projects and have an overall concern regarding the economic health of rural America.

Renewable Fuels Nebraska: brings together ethanol producers in Nebraska to help grow production and demand for ethanol, and supports the Tour to help improve biofuels policy and regulations.

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Iowa Renewable Fuels Association and Renewable Fuels Foundation have hosted the past 9 years' Biofuels: Science and Sustainability Tours.

Iowa Soybean Association and Iowa Biodiesel Board have occasionally hosted congressional briefings, including 5 previous Biofuels: Science and Sustainability Tours.

Renew Kansas and North Dakota Ethanol Council have sponsored the past 3 years' Biofuels: Science and Sustainability Tours.

Renewable Fuels Nebraska and Farm Credit Services of America sponsored 2 previous Biofuels: Science and Sustainability Tour.

Ames Chamber of Commerce, Little Sioux Corn Processors, and Association Motor Club Marketing sponsored 1 previous Biofuels: Science and Sustainability Tour.

Nebraska Corn Board and Kansas Corn Growers Association have occasionally hosted congressional briefings, but this is their first Biofuels: Science and Sustainability Tour.

N Bowdish Company and Fagen, Inc. are sponsoring their first Biofuels: Science and Sustainability Tour.

ATTACHMENT F

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Iowa Renewable Fuels Association, Iowa Biodiesel Board, Renew Kansas, Renewable Fuels Nebraska, and the North Dakota Ethanol Council host educational programs for their members and the public.

National Biodiesel Foundation develops and supports education and research projects consistent with the needs of the biodiesel industry.

Renewable Fuels Foundation develops ethanol curriculum and sponsors scholarships.

Iowa Corn Growers Association, Nebraska Corn Board, Kansas Corn Growers Association, and Missouri Corn Growers Association conduct many activities to educate consumers and the public on corn issues.

Iowa Soybean Association and Kansas Soybean Association organizes many activities to educate consumers and the public on soybean issues.

Little Sioux Corn Processors participates in numerous industry events to educate the public, investors or policy makers about the issues facing renewable fuels. They also occasionally host plant tours for schools or the public.

Farm Credit Services of America conducts a community involvement program, which provides funding and resources to a variety of organizations that support agricultural causes. The program is focused on making a positive difference in the communities they serve.

Ames Chamber of Commerce conducts community outreach to businesses and people both in and outside of Ames to highlight the business and living environment provided by a city at the center of the high-tech ag world.

Association Motor Club Marketing participates in industry events and forums to discuss the safety, performance and reliability of using biofuels.

Fagen, Inc. and N Bowdish Company participate in industry events and forums to discuss the economic and fuel quality benefits of using ethanol.

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ATTACHMENT G

19. Name and location of hotel or other lodging facility:

Aug. 13

Prairie Meadows Hotel
1 Prairie Meadows Drive
Altoona, IA 50009

Aug. 15

King's Pointe Hotel
1520 E Lakeshore Dr
Storm Lake, IA 50588

Aug. 16

Holiday Inn Express
1285 Sleepy Eye Drive
Le Mars, Iowa 51031



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The hotels for Tuesday and Wednesday night are at the government rate of \$93.

The estimated food costs are below the government per diem.

Even with the challenges of the Monday night hotel due to the fair, our estimated combined lodging and meal expenses are below the government per diem for the duration of the Tour.

ATTACHMENT I

**25. I hereby *certify* that the information contained herein is true, complete, and correct.
(You must include the completed signature block below for each travel sponsor.):**



Signature of Travel Sponsor:

Name and Title: Monte Shaw, Executive Director

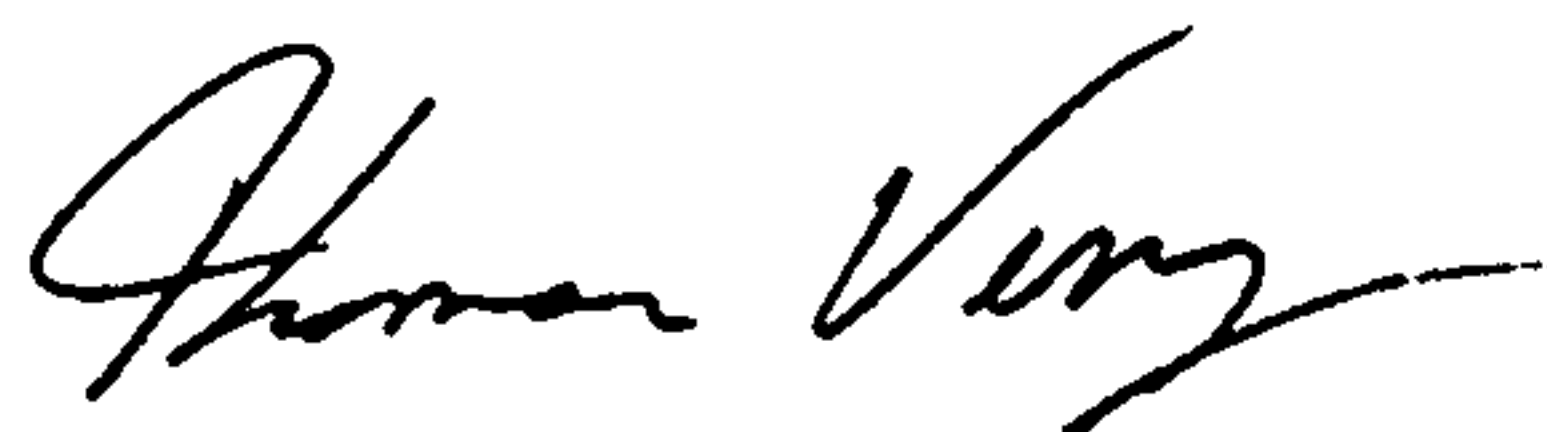
Organization: Iowa Renewable Fuels Association

Address: 5505 NW 88th Street, Johnston, IA 50131

Telephone Number: 515-252-6249

Fax Number: 515-225-0781

E-mail Address: mshaw@iowarfa.org



Signature of Travel Sponsor:

Name and Title: Tom Verry, Executive Director

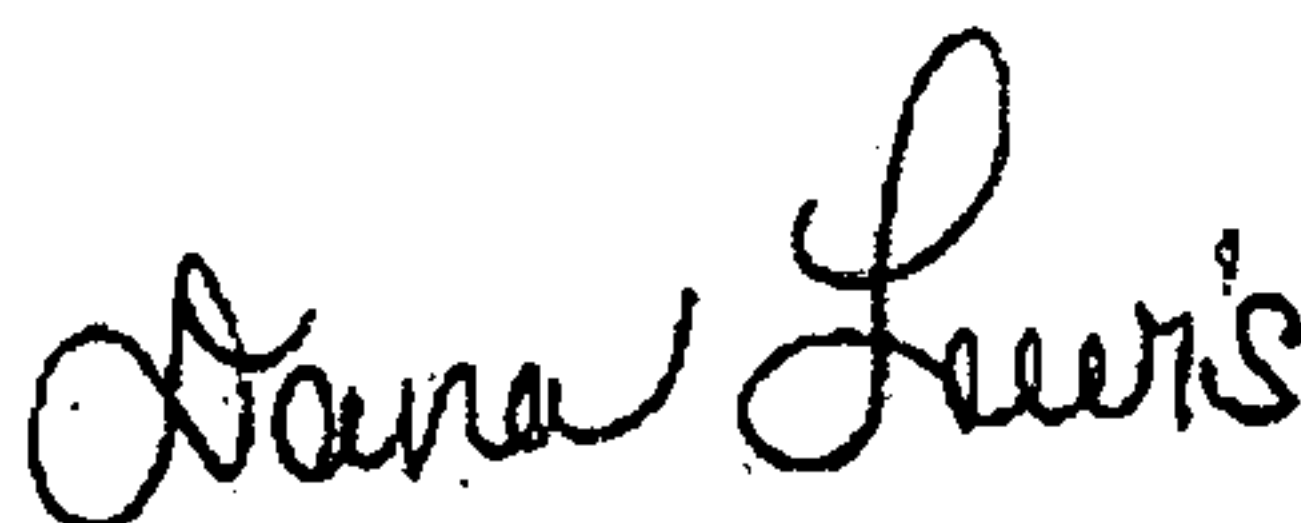
Organization: National Biodiesel Foundation

Address: P.O. Box 104898, Jefferson City, MO 65110

Telephone Number: 573-635-3893

Fax Number: 573-635-7913

E-mail Address: tverry@biodiesel.org



Signature of Travel Sponsor:

Name and Title: Dana Siefkes-Lewis, Chairman

Organization: Renewable Fuels Foundation

Address: 425 Third Street, SW, Suite 1150, Washington, DC 20024

Telephone Number: 202-289-3835

Fax Number: 202-289-7519

E-mail Address: dana@redfieldenergy.com



Signature of Travel Sponsor:

Name and Title: Craig Floss, Chief Executive Officer

Organization: Iowa Corn Growers Association

Address: 5505 NW 88th Street, Johnston, IA 50131

Telephone Number: 515-225-9242

Fax Number: 515-225-0781

E-mail Address: cfloss@iowacorn.org

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Signature of Travel Sponsor:

Name and Title: Kirk Leeds, Chief Executive Officer

Organization: Iowa Soybean Association

Address: 1255 SW Prairie Trail Pkwy, Ankeny, IA 50023

Telephone Number: 515-334-1015

Fax Number: 515-334-1115

E-mail Address: kleeds@iasoybeans.com

Signature of Travel Sponsor:

Name and Title: Grant Kimberley, Executive Director

Organization: Iowa Biodiesel Board

Address: 1255 SW Prairie Trail Pkwy, Ankeny, IA 50023

Telephone Number: 515-334-1024

Fax Number: 515-334-1124

E-mail Address: grantk@iowabiodiesel.org

Signature of Travel Sponsor:

Name and Title: Deana Wiese, Executive Director

Organization: North Dakota Ethanol Council

Address: PO Box 1091, Bismarck, ND 58502

Telephone Number: 701-355-4458

E-mail Address: dwiese@clearwatercommunications.net

Signature of Travel Sponsor:

Name and Title: Ron Seeber, Vice President

Organization: Renew Kansas

Address: 816 SW Tyler, Ste 100, Topeka, KS 66611

Telephone Number: 785-234-0461

Fax Number: (785) 234-2930

E-mail Address: ron@kansasag.org

Signature of Travel Sponsor:

Name and Title: Gary Marshall, CEO

Organization: Missouri Corn Growers Assn.

Address: 3118 Emerald Lane, Jefferson City, MO 65109

Telephone Number: 800-827-4181

Fax Number: (573) 893-4612

E-mail Address: gmarshall@mocorn.org



Signature of Travel Sponsor:

Name and Title: Dan Culhane, CEO

Organization: Ames Chamber of Commerce

Address: 304 Main Street, Ames, IA 50010

Telephone Number: 515-232-2310

E-mail Address: dan@ameschamber.com



Signature of Travel Sponsor:

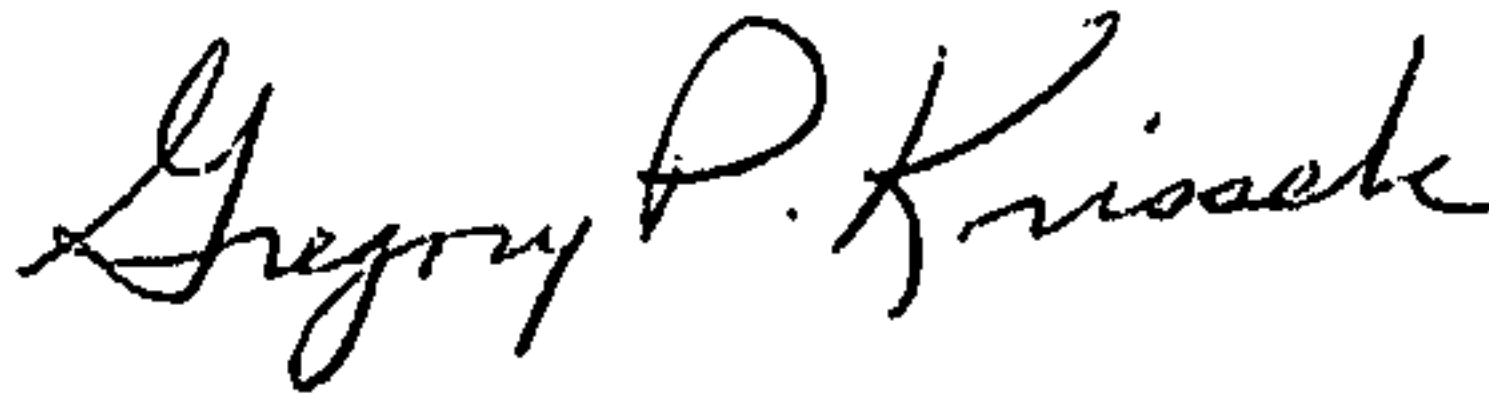
Name and Title: Kelly Brunkhorst, Executive Director

Organization: Nebraska Corn Board

Address: PO Box 95107, Lincoln, NE 68509

Telephone Number: 402-471-2676

E-mail Address: kelly.brunkhorst@nebraska.gov



Signature of Travel Sponsor:

Name and Title: Greg Krissek, Executive Director

Organization: Kansas Corn Growers Association

Address: 2627 KFB Plaza, Ste. 403E, Manhattan, KS 66503

Telephone Number: 316-213-6610

E-mail Address: gkrissek@ksgrains.com



Signature of Travel Sponsor:

Name and Title: Nick Bowdish, President

Organization: N Bowdish Company

Address: PO Box 1203, Carroll, IA 51401

Telephone Number: 712-790-0767

E-mail Address: nick@nbowdishcompany.com



Signature of Travel Sponsor:

Name and Title: Kate Carlton, VP

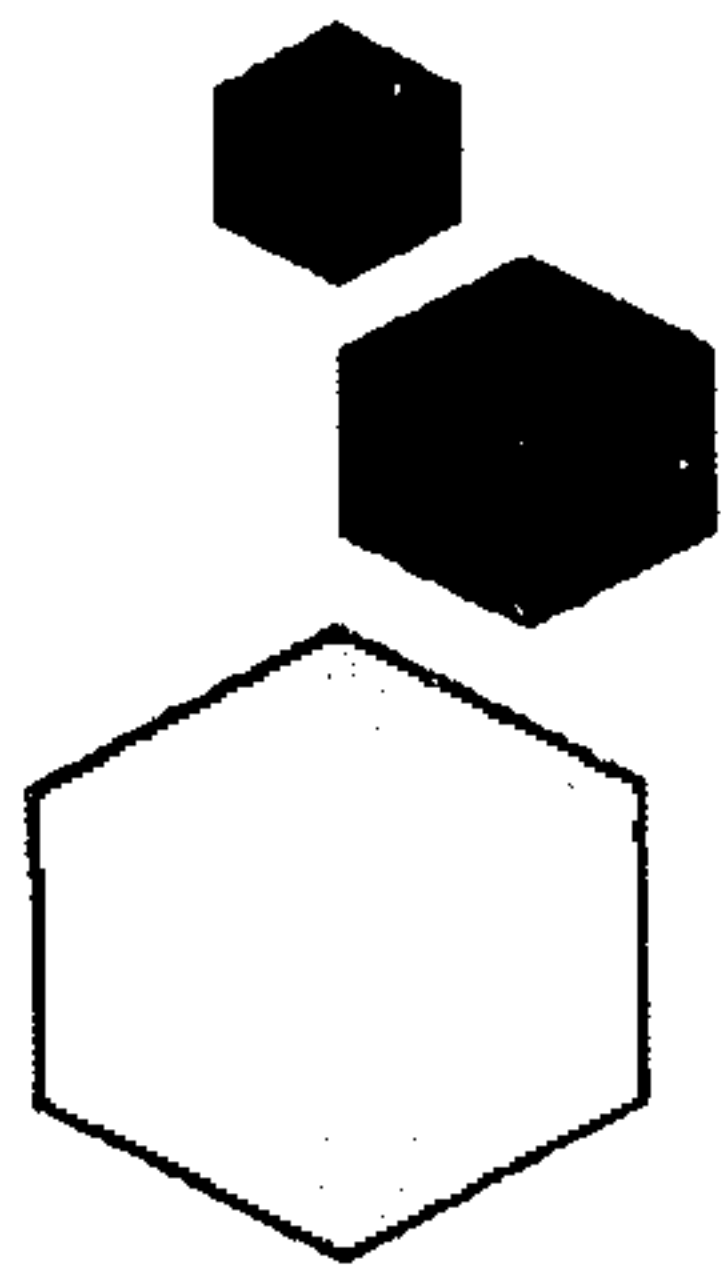
Organization: Fagen, Inc.

Address: 501 W. Hwy 212, Granite Falls, MN 56241

Telephone Number: 320-564-3324

E-mail Address: bdahl@fageninc.com

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10th Annual Biofuels Science and Sustainability Tour

10th Annual Biofuels Science and Sustainability Tour Agenda

Monday, Aug. 13

- 4:28 pm Arrive Des Moines airport, Delta Flight 96/5423 from DC via Detroit
Met by bus
- 5:45 pm Depart hotel for State Fair
- 6:30 pm **Dinner at Iowa State Fair**
Beef Cattlemen's Headquarters
Speakers: **Iowa Governor Kim Reynolds** (invited) and **Iowa Secretary of Agriculture Mike Naig** (invited)
- 7:45 pm **Tour Iowa State Fair Agriculture and Renewable Fuels Exhibits**
- 10:00 pm Depart for hotel
- Overnight **Prairie Meadows Hotel**
1 Prairie Meadows Drive, Altoona, IA 50009

Tuesday, Aug. 14

- 8:00 am Depart hotel
- 8:45 am **Tour Iowa State University Sorenson Research Farm**
2171 240th Street, Ames, IA 50014
Topics: Miscanthus as dedicated energy crop by Dr. Emily Heaton, Associate Professor of Agronomy. Biochar by Professor David Laird
- 9:45 am Depart for Iowa State University BioCentury Research Farm
1327 U Ave, Boone, Iowa
- 10:00 am **Research Updates from Iowa State University**
Topic 1: Economics of Biofuels by Dr. Dermot Hayes, Professor of Economics



*Topic 2: Carbon Removal: Some Practical (and Less Practical) Approaches by
Dr. Robert Brown, Bioeconomy Institute Director*

- 11:00 am **Tour Iowa State University BioCentury Research Farm** (same location, no break)
- 12:15 pm Depart
- 12:30 pm Lunch at Lucky Pig
113 W Walnut St., Ogden, Iowa
- 1:30 pm Depart for REG – Ralston
33321 215th St., Ralston, IA 51459
- 2:15 pm **Biodiesel policy update**
Topics: What's on the Horizon for Biodiesel by National Biodiesel Board TBD
- 2:45 pm **Tour REG – Ralston** (biodiesel plant)/**Landus Cooperative** (soybean crush facility)
Topics: Review production process, advancements in efficiency, and tour of plant.
- 4:45 pm Depart
- 5:00 pm **Tour of Sparky's One Stop** (fueling station)
402 E 6th St, Carroll, IA 51401
Topics: Owner/operator Collin Tiefenthaler and biofuels supplier Nick Bowdish will discuss why they offer various biofuels.
- 5:45 pm Depart
- 7:00 pm Check into hotel – King's Pointe
- 7:30 pm Dinner – Regatta Grille (in hotel)
- Overnight King's Pointe Hotel
1520 E Lakeshore Dr, Storm Lake, IA 50588

Wednesday, Aug. 15

- 8:30 am Depart hotel
- 9:15 am **Tour Little Sioux Corn Processors** (ethanol plant)
4808 F Ave, Marcus, IA 51035

Topics: GM Steve Roe to review production process, advancements in efficiency, and lead tour of plant.

- 10:45 am **Ethanol Policy Update** (same location, no break)
Topic: Ethanol and Octane by Renewable Fuels Association Vice President Geoff Cooper
- 11:30 am Depart for Plymouth Dairy Farm
1440 4th Ave, SW, LeMars, Iowa
- Noon Lunch with area farmers (paid for by Tour sponsors)
- 1:00 pm **Tour of Plymouth Dairy Farm**
Topics: Alan Feuerhelm, owner of family crop and dairy cattle farm, to discuss changes in farming, impact of biofuels/trade, and use of biofuel coproducts in livestock feed rations.
- 3:30 pm **Congressional Staff Roundtable** (same location, no break)
Topics: IRFA's Monte Shaw moderates a roundtable where the latest policy updates on the RFS, tax and trade policy will be discussed.
- 4:30 pm Depart
- 4:45 pm **Tour of Wells Enterprises**
1 Blue Bunny Dr., Le Mars, IA 51031
Topics: Tour of commercial dairy operation with focus on how biofuels coproducts impact the consumer food system.
- 6:00 pm Depart
- 6:15 pm Dinner at Archies Waeside
224 4th Avenue, LeMars, Iowa
- 8:00 pm Depart
- Overnight: Holiday Inn Express
1285 Sleepy Eye Dr, Le Mars, IA 51031

Thursday, Aug. 16

- 8:30 am Depart hotel
- 10:00 am **Tour of Magellan Pipeline Terminal Facility**
5300 W 12th St, Sioux Falls, SD 57107

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC JUN29'18AM11:32

Name of Traveler: James Rice

Employing Office/Committee: Senator Grassley

Private Sponsor(s) (list all): IA Renewable Fuels Assn, National Biodiesel Foundation, Renewable Fuels Foundation, IA Corn Growers, IA Soybean Assn, Iowa Biodiesel Board, MO Corn Growers, Ethanol Council, Renew Kansas, Farm Credit Services of America, Renewable Fuels Nebraska, NE Corn Board, KS Soybean Assn, KS Corn Growers, Ames Chamber of Commerce, Little Sioux Corn Processors, F Inc, N Bowditch Co, Assoc Motor Club Marketing

Travel date(s): August 13-16, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Des Moines, Ames, Ralston, Carroll, Storm Lake, Marcus, & LeMars (in Iowa) and Sioux Falls, SD

Explain how this trip is specifically connected to the traveler's official or representational duties:

The Senate is currently considering policy matters that will impact the renewable fuels industry. As a Senate staffer who works on renewable energy issues, this tour will provide a hands-on, in-depth experience with state-of-the-art biofuels facilities, research facilities & farming operations that is not possible to achieve in Washington, DC.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

6-29-18
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Grassley hereby authorize James Rice
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

6-29-18
(Date)


(Signature of Supervising Senator/Officer)